

REQUEST TO ACCESS PROTECTED HEALTH INFORMATION BY PARENT, GUARDIAN OR PERSONAL REPRESENTATIVE

File Number: _____

You have the right to request to inspect protected health information in records that the Cancer Detection Section creates or maintains. You also have the right to request copies of those records. You may be charged for the cost of copying and postage. You will receive a response to your request within 30 days after you complete and we receive this form. If you want copies of records, you must send us a photocopy of your California driver's license, Department of Motor Vehicles Identification Card, or other valid identification (see Page 2). You may also be required to send documentation verifying your address (see Page 3). Mail this completed form to:

*Cancer Detection Section
Attention: HIPAA Manager
MS-7203, P.O. Box 997413
Sacramento, CA 95899-7413*

INDIVIDUAL WHOSE INFORMATION YOU ARE REQUESTING		
LAST NAME:	FIRST NAME:	MIDDLE INITIAL:
ADDRESS:	CITY/STATE:	ZIP CODE:
Cancer Detection Programs: Every Woman Counts RECIPIENT ID NUMBER*	DATE OF BIRTH:	SOCIAL SECURITY NUMBER*

*We use these numbers to make sure information goes only to appropriate persons. If you don't supply at least one of the numbers, we will be unable to honor your request. You can get your Recipient ID Number from the place where you received medical services paid for by the Cancer Detection Programs: Every Woman Counts.

PARENT, GUARDIAN, OR PERSONAL REPRESENTATIVE INFORMATION

LAST NAME:		FIRST NAME:		MIDDLE INITIAL:
ADDRESS:		CITY/STATE:		ZIP CODE:
DAYTIME PHONE NUMBER () _____	ALTERNATE PHONE NUMBER () _____	BEST TIME TO REACH YOU	EMAIL ADDRESS	

WHAT LEGAL AUTHORITY DO YOU HAVE TO REQUEST THE HEALTH INFORMATION OF THE INDIVIDUAL ABOVE?

- ☐ PARENT
 ☐ CONSERVATOR
☐ GUARDIAN
 ☐ EXECUTOR OF WILL
☐ MEDICAL POWER OF ATTORNEY
 ☐ OTHER

PLEASE ATTACH LEGAL DOCUMENTATION VERIFYING THAT YOU ARE THE PARENT, CONSERVATOR, GUARDIAN, EXECUTOR OF A WILL, OR HAVE MEDICAL DECISION-MAKING AUTHORITY FOR THE INDIVIDUAL. EXECUTORS MUST ATTACH A DEATH CERTIFICATE.

PROTECTED HEALTH INFORMATION YOU WANT TO ACCESS**WHAT TYPE OF PROTECTED HEALTH INFORMATION DO YOU WANT TO ACCESS?**

THE CANCER DETECTION SECTION HAS THE FOLLOWING TYPES OF PROTECTED HEALTH INFORMATION ABOUT PROGRAM CLIENTS. PLEASE CHECK WHICH TYPE(S) OF INFORMATION YOU WANT TO ACCESS BELOW.

- ☐ *SERVICES PROVIDED BY THE CANCER DETECTION SECTION*
☐ *INFORMATION OBTAINED DURING ENROLLMENT*

FOR WHAT TIME PERIOD DO YOU WANT INFORMATION?

FROM DATE:	TO DATE:
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METHOD TO ACCESS REQUESTED HEALTH INFORMATION

☐ PLEASE MAIL THE REQUESTED INFORMATION TO ME AT THE ADDRESS INDICATED ON PAGE 2.

☐ I WISH TO REVIEW THE REQUESTED INFORMATION IN PERSON AT YOUR SACRAMENTO, CA OFFICE. PLEASE CONTACT ME TO SCHEDULE AN APPOINTMENT.

IDENTIFYING INFORMATION

☐ COPY OF PHOTO IDENTIFICATION ATTACHED

ACCEPTABLE IDENTIFICATION IS A CALIFORNIA DRIVER'S LICENSE, CALIFORNIA DMV IDENTIFICATION CARD, PASSPORT, MATRICULA CONSULAR OR STATE OR FEDERAL EMPLOYEE ID CARD.

I DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION ON THIS FORM IS TRUE AND CORRECT.

REPRESENTATIVE SIGNATURE:

DATE:

☐ **IF NO PHOTO IDENTIFICATION IS ATTACHED, YOUR SIGNATURE MUST BE NOTARIZED.**

NOTARIZED BY _____ ON _____ (DATE)

NOTARY PUBLIC NUMBER _____

UNOFFICIAL UNLESS STAMPED BY NOTARY PUBLIC

☐ IF THE PHOTO IDENTIFICATION DOESN'T SHOW THE ADDRESS ON PAGE 2 OF THIS FORM, PLEASE PROVIDE A PHOTOCOPY OF ONE OF THE FOLLOWING TO CONFIRM YOUR PRESENT ADDRESS: UTILITY BILL, PHONE BILL, DRIVER'S LICENSE, ETC.

FOR ADDITIONAL VERIFICATION, PLEASE PROVIDE ANY PRIOR ADDRESSES FOR PERIODS WHEN CANCER DETECTION SECTION SERVICES WERE PROVIDED

ADDRESS

CITY

ADDRESS

CITY

HAVE SERVICES BEEN RECEIVED FROM THE CANCER DETECTION SECTION UNDER OTHER NAMES? IF SO, PLEASE LIST THE NAMES BELOW.

LAST NAME

FIRST NAME

MIDDLE INITIAL

LAST NAME

FIRST NAME

MIDDLE INITIAL

LAST NAME

FIRST NAME

MIDDLE INITIAL

NOTE: ANY ATTEMPT TO FALSELY GAIN ACCESS TO PROTECTED HEALTH INFORMATION IS SUBJECT TO LEGAL PENALTIES.

DHS is committed to protecting the information you provide us. To prevent unauthorized access or disclosure, to maintain data accuracy, and to ensure the appropriate use of the information, DHS has in place appropriate physical and managerial procedures to safeguard the information we collect.